

Employment Opportunity

Secretary III

\$35,116 - \$42,683 per year plus benefits

Application Process:

Applications will be accepted at the address below until 4:30 p.m. on Friday, June 27, 2003. Applications may be mailed or delivered in person. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant may be required to take a pre-employment drug test.

The Job: Under general supervision, the Secretary III provides support to one or more senior management staff, SANBAG policy committees, and/or administrative/professional staff by performing a variety of complex secretarial typing, clerical, and receptionist duties.

Essential functions are:

- Compiles SANBAG policy committee agendas and prepares minutes of SANBAG policy committees.
- Has regular contact with members of the Board of Directors.
- Prepares agendas and minutes of staff level SANBAG committees and regional committees; mails agendas and support material to various committees and working groups.
- Takes notes during meetings and prepares minutes for SANBAG policy committees and other meetings.
- Prepares correspondence (letters, memos), reports, and other documents from instructions and marginal notes, including confidential materials.
- Performs complex clerical work involving thorough familiarity with policies, procedures and terminology; locates sources of information; determines proper format for finished reports.
- Receives and routes incoming telephone calls and performs various receptionist duties as necessary.
- Receives and routes incoming and outgoing mail.
- Inserts and extracts materials from subject matter files, reports, and libraries.
- Classifies materials by nature of the subject; develops and maintains filing systems as required; maintains informational or operational records.
- Screens reports for completeness and arithmetical accuracy.
- Assists the public by referrals to information sources and by issuing and explaining how to complete standard forms; answers requests for factual information by consulting various available sources.
- Schedules meetings and luncheons; handles reservations and makes travel and conference arrangements.
- Orders office supplies and maintains office equipment.
- Performs other related duties as required.

Travel: Occasional travel throughout the County and the Southern California region may be required. At the time of hire, a valid California driver's license and proof of automobile liability insurance must be produced.

Minimum Requirements:

- Ability to perform word processing at a corrected rate of 55 words per minute, to take notes at a rate necessary to produce accurate meeting records, and to transcribe dictation notes accurately.
- Understanding of procedures for handling confidential material.
- Ability to use good judgment; to understand and follow oral and written directions.
- Ability to perform repetitive work requiring close attention to detail.
- Ability to maintain effective working relations with staff members and the public.
- Good knowledge of principles and practices of office administration, office practices, and maintenance of records.
- Good oral and written communication skills (correct grammar, spelling, and punctuation).
- Ability to use word processing and other office software.

“An equal opportunity employer.”

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Education: Education equivalent to high school completion, preferably supplemented by business, office, management, or secretarial courses at a business or junior college.

Experience: Four years secretarial, word processing, and clerical experience.

Physical Demands: Strength, dexterity, and vision required to use keyboards and monitors. Ability to reach for items above and below desk level; read long reports; sit for long periods of time; answer and speak on the phone; occasionally lift items weighing up to 25 pounds such as files, boxes, and stacks of paper; and move items from the office to other locations. Manual dexterity required for using office equipment, handling files, and sheets of paper.

Application:

Complete the SANBAG application form. Failure to complete the application may result in disqualification.

The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrated fulfillment of the minimum requirements will result in disqualification of the applicant.

Apply to: San Bernardino Associated Governments
Attn: Deborah Barmack
472 North Arrowhead Avenue
San Bernardino, CA 92401-1421

Visit SANBAG at <http://www.sanbag.ca.gov>.

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